

Security Threat Investigation Report Form

1. Incident Details

Date of Incident

Time of Incident

Location

Enter location

Reported By

Name of person/department

Contact Information

Phone/Email

Nature of Threat

Select

Threat Description

Provide a detailed description

2. Threat Source & Method

Suspected Source/Perpetrator

If known

Method Used

e.g., social engineering, phishing, force, etc.

3. Impact Assessment

Assets Affected

People, data, equipment, etc.

Impact Summary

Describe the consequences or potential damage

4. Actions Taken

Immediate Actions Taken

Steps taken to contain or mitigate

Authorities/Individuals Notified

Internal teams, law enforcement, etc.

5. Investigation Notes

Investigation Findings

Summary of observations and findings

Recommendations

Preventative measures or follow-up actions

6. Report Review

Investigator Name

Date

Signature